

## Utah State Office of Education: Assessment & Accountability

### Utah Public School District and Charter School Certification of Compliance in the Training and Administration of the Iowa Tests

We, \_\_\_\_\_ and \_\_\_\_\_  
(Superintendent) (District Assessment Director)  
of the \_\_\_\_\_  
School District/Charter, certify and assure that:

1. Prior to the testing window, principals and/or district administrators has trained all school staff who administer The Iowa Tests, appropriate test security practices (e.g., the storage, handling, review of tests and submission of answer sheets), and received acknowledgement signatures of USOE's Board 'Ethics Training' provided at [www.schools.utah.gov/eval](http://www.schools.utah.gov/eval) which includes preparation and staff administration activities, and possible licensing actions for violations of appropriate testing practices.
2. School staff are informed of state deadline of October 20<sup>th</sup> for the return of answer sheets. School staff are also informed that the Iowa Test materials are to be stored at the district level in a secure, locked place at the district level for reuse of materials next year.
3. Acknowledgement that all special materials provided for The Iowa Test administration (large print and Braille booklets) and Braille administration materials must be returned to USOE immediately after administration.
4. Acknowledgement that the Riverside practice test for levels 9 and 11 will no longer be used for Grade 3, and that the Utah State Office of Education Grade 3 practice test form can be downloaded from the web and printed for use at district's cost. The USOE practice test will not be distributed in hard copy format to the districts. This only affects the Grade 3 practice test administration.

**WE CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
(Signature, District Superintendent)

\_\_\_\_\_  
date

\_\_\_\_\_  
(Signature, District Assessment Director)

\_\_\_\_\_  
date

Please Return Signed Form to Assessment at USOE, c/o Sarah or Erin.  
FAX – 801-538-7845 or 250 E. 500 S. P.O. Box 144200, SLC 84114-4200